



Minutes NV IT Operations Committee (NITOC)

DATE	February 9, 2006
TIME	1:30 PM
LOCATION	505 East King Street, Carson City
RECORDER	Maggie Thorne

ATTENDANCE

Chair Name	Present	Co-Chair Name	Present
Terry Savage, Chair	✓	Kathy Ryan, Co-Chair	✓
Roberta Roth, Chair, ITPOC		Andrew Clinger, Co-Chair, Strategic Plan	
Janice Rhode, Chair, IT Workforce	✓	Kathy Comba, Co-Chair, IT Workforce	✓
Dave McTeer, Chair Enterprise Architecture	✓		
Teri J. Mark, Chair, NERC	✓	Linda Morrison, Co-Chair NERC	✓
Alan Rogers, Chair, Integration	✓	Vacant, Co-Chair, Integration	
Randy Potts, Chair, Security		Jerry Beauchamp, Co-Chair, Security	✓

Other attendees

Name	Name
Alisanne Maffei, DoIT, ITSPC Coordinator	

CALL TO ORDER

Terry Savage called the meeting to order at 1:30 pm.

REVIEW OF MINUTES AND AGENDA CHANGES

A MOTION WAS MADE BY KATHY RYAN AND SECONDED BY DAVE MCTEER TO ACCEPT THE MINUTES AS PRESENTED. MOTION CARRIED.

CHAIRMAN REPORT

None presented

DECISIONS¹

Item No.	Decision
1	Members discussed the Glossary of Terms. Alan Rogers made a motion and it was seconded by Dave McTeer to approve the Glossary with Alisanne Maffei being responsible for its maintenance and having a consent calendar process in place for future updates. Motion carried.

¹ *Decision:* Reaching a conclusion... particularly in response to a course of action.

2.	<p>Maggie Thorne presented a sampling of definitions to adopt for Policy, Standard and Procedures. <u>A motion was made and seconded to approve the definitions as follows:</u> Policy: Approved the second paragraph only. Standard: Approved the first part and delete the section after and/or. Procedure: Approve the second paragraph only.</p> <p>These definitions would be added into the Glossary of Terms.</p>
3.	<u>Maggie presented a revision to 2.05(C) Statewide IT Policy and Oversight Structure. Revisions were accepted as presented.</u>
4.	<p><u>The PSP template was reviewed. It was decided that the current template was okay but that a few minor enhancements were necessary. Those were:</u></p> <ol style="list-style-type: none"> <u>1. Add the Glossary of Terms and NITOC website as a static entry to the Related Documents section.</u> <u>2. Add a sentence under 6.0 for the author to indicate if the standard is "mandatory" or "preferred"</u>
5.	<p>It was agreed that the Impact Statement needed a rework and that an Excel Spreadsheet format would work better. Maggie was instructed to send the current Impact Statement form to members to provide feedback on what items could be deleted and what should be added. Terry then asked Maggie to work with Chris Apple to develop the new format. It was agreed that a minimum and maximum dollar range should be included.</p>
6.	<p><u>7.02(A) E-mail and Calendaring Standard was discussed. A motion was made by Alan Rogers and seconded by Dave McTeer to approve the standard with the following amendment as long as the Impact Statement was submitted and approved by NITOC members as well.</u></p> <p>Amendment: Section 6.0 (H) to read "all e-mail systems must be interoperable and where practical, all calendaring systems must be interoperable with the main system operated..."</p> <p><u>Motion Carried</u></p>
7.	<p><u>7.03(D) Desktop, Server, Laptop Hardware Acquisitions was discussed.</u> It was agreed to change the Replacement Cycle for standard users to 4-5 years. PDAs and blackberries were also mentioned for inclusion, but Terry asked that the Security Committee bump up the PDA Issue and address that separately. Due to time constraints, this Standard was tabled for the March 9, 2006 meeting</p>
8.	<p>Alisanne distributed the results of the NITOC Top Ten to the group. Alan mention that in view of the Governor's message on the number of employees reaching retirement, that Workforce Planning definitely warrants a higher position in ranking and should be consider.</p>
7.	<p>Due to time constraints, no Committee reports were given. ITSPC did distribute a status report for the period of 1/10/06 – 2/9/06 to the NITOC members.</p>

COMMITTEE REPORTS

1.	IT Project Oversight
2.	NERC
3.	IT Work Force
4.	Integration
5.	Strategic Planning
6.	Enterprise Architecture
7.	Security
8.	NCSC

ACTION ITEMS²

Item	Opened	Description	Assigned	Due	Closed
9.	7/11/02	Draft inter-committee working relationship policy statement.	Terry Savage	Sometime Soon	

OTHER ISSUES

The next regular meeting of NITOC is scheduled for March 9. Due to DoIT's impending move, a different location will be booked for the meeting.

ADJOURNMENT

The meeting was adjourned at 3:00 pm.

² *Action Item*: A commitment to complete an action or an assignment.